H-1B Renewal Checklist for Affiliated Hospitals

All documents for the H-1B petition should be submitted at the same time. Please send the following documents at once to the OISSS:

- Checks made payable to the “Department of Homeland Security”
  - $325 check for the I-129 processing fee (must be paid by the department)
  - $290 check if scholar has dependents in the U.S. who need to change or extend their status
  - $1225 check if requesting premium processing (expedited processing, USCIS will respond within 15 days)

- H-1B Service Request for Affiliated Hospitals (signed by chair or principal investigator)
- Attestation regarding export control signed by the immediate supervisor of the H-1B beneficiary
- Appointment letter
- Position Description
- Department Support Letter
- H-1B Applicant Information Form (completed by Scholar)
- Curriculum Vitae
- Copy of scholar’s highest degree with attached certified English translation if applicable
  - Equivalency Certifications of Foreign degrees, if applicable
- Copies of alien’s U.S. entry visa in passport;
- Passport page(s) bearing a photograph and passport expiration date;
- Most recent I-94 Form (front and back) (departure and arrival record – a small white card usually stapled into the passport bearing a red stamp and an 11-digit number);
- Copy of previous H-1B approval notices;
- Copy of most recent earnings statement;

* If the scholar has dependents presently in the U.S.:
  - Form I-539;
  - Marriage certificate, with English translation if applicable;
  - Copies previous H-4 approval notices;
  - Copy of passport, visa, and most recent I-94 card (front and back)